

SAMPLE HUMAN RESOURCE PLAN

HR Needs	HR Supply	Gaps	Strategies/Priority/Lead	Implementation/Cost
SAO	Position Filled	Job description is outdated Third SAO in seven years	Short Term/High/Council &SAO with Contractor support Update job description Medium Term/Low/Council &SAO Complete Training Needs Assessment Long Term/High/Contractor Develop Succession Plan for SAO by creating ASAO position	Short/\$1000.00 Contractor Job description has been updated Medium/\$2000.00 workshop Training Needs Assessment completed. Requires Strategic Planning: SCG 2008-2009 Registered in Cmty Govt Occup Certification Long/\$1000.00 Contractor Succession Plan developed - Finance Officer promoted to ASAO May 2010
Finance Officer	Position Filled	Incumbent in position for ten years Job description is outdated and needs to be revised due to the introduction of new duties Incumbent requires training in administration of the Gas Tax, Capital Planning and local property taxes	Short Term/High/SAO Update job description Provide training in administration of the Gas Tax and Capital Planning Medium Term/Medium/ F.O. & SAO Complete Training Needs Assessment Long Term/Low/SAO Develop succession plan for Finance Clerk	Short/\$2000.00 workshop Job description has been updated Capital Planning workshop May 2008 Medium/\$4200.00 course Training Needs Assessment completed: Requires Payroll training (SCG Nov 2008) Registered in Cmty Govt Occup Cert Long/\$42,000 Finance Program Three year Succession Plan developed. Finance Clerk enrolled in SCG Finance Program (10 courses)
Community Works Foreman	Position Filled	Job description is outdated The incumbent is expected to retire within four years The incumbent requires training and certification	Short Term/High/SAO Update job description Medium Term/Medium/ SAO & CWF Complete Training Needs Assessment Long Term/Medium/SAO & CWF Develop succession plan for CWF	Short Job description has been updated Medium/\$4200.00 course Training Needs Assessment completed : requires MMOS (SCG May 2009) Registered in Cmty Govt Occup Certification Long/\$29,400.00 Two year Succession plan developed for HEO. HEO enrolled in SCG Infrastructure Maintenance Program (7 courses)
Heavy Equipment Operator	Position Filled	Job description is outdated The incumbent is well qualified for his present position but may require training to operate bull dozer CWF retiring in three years. HEO will require training to move into the CWF position	Short Term/High/CWF Update job description Medium Term/High/CWF Contact SCG for HEO and Equipment Maintenance courses Long Term/Medium/CWF & HEO Develop Succession Plan for HEO	Short Job description has been updated Medium/ \$5500.00 courses Training complete – Nov 2008 Long/ \$40,000 3 rd year apprentice identified for succession. Hired as Assistant HEO in training position and will be offered position upon successful completion of apprenticeship
Water Treatment Plant Operator	Position Vacant	Job description is outdated – new water treatment system The position is vacant and it is anticipated that the position cannot be filled from within the community.	Short Term/High/CWF & SAO Update job description Ensure back-up until incumbent is hired Recruit for the position from within and outside the community Medium Term/High/CWF Conduct Training Needs Assessment for new incumbent Long Term/Low/CWF Hire and provide training to a Water Treatment Operator Trainee from within the community	Short/\$3000.00 recruitment Cmty resident working for mine will back fill for three months until incumbent hired Job description has been updated to reflect changes in water treatment system Recruitment is currently underway NWT and Canada wide to find an incumbent Medium/\$4200.00 Incumbent requires Solid Waste Management training: SCG Nov 2008 Long/\$21,000 5 Trainee will be permanent offered position upon successful completion of SCG Water and Waste program (5 courses)
Recreation Coordinator	New Position	Funding available to hire Recreation Coordinator for two years	Short Term/High/SAO Develop job description Recruit for position through NWTAC, College and High School Medium Term/High/SAO & RC Complete Training Needs Assessment Long Term/High/RC Hire a Cmty Recreation Coordinator Trainee from within the community	Short/\$50,000 Intern Recreation Coordinator has been hired Medium/\$1500.00 Training Identified requires SCG Pool Level 1 Nov 2008 Long/\$35,000 Trainee will be hired once the Recreation Coordinator is in place and familiar with the position